



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, March 21, 2018
Room 2-10

Members present: Hyla Lacefield, Jeanne Stalker, Nick Carr, Melinda Day, David Meckler, Martin Partlan, Nadya Sigona, Michelle Marquez, Jamillah Moore, Rachel Corrales, Tracy Huang, James Carranza, Megan Rodriguez Antone, Max Hartman, Phillip King

Members absent: Paul Naas, R Abd-aljawad, Luis Méndez, Karen Pinkham, Leonor Cabrera

Guests and others present: Diva Ward, Janet Stringer, Dayo Diggs, Alicia Aguirre, Mary Chries Concha This, Rebekah Taveau, David Feune, Susan Mahoney

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	<p>Meeting called to order at 2:10 PM. Motion to switch the order of today's agenda items #1 Accreditation Update and #2 Sustainability Plan passed unanimously. Motion to approve minutes of March 7 meeting passed unanimously. Welcome to ASCC Senator Johnny Yang, attending today's meeting on behalf of ASCC's PBC representatives.</p>
BUSINESS 2. Sustainability Plan	<p>Motion to introduce and discuss the college's Sustainability Plan and take action to support updating the current plan. Sustainability Committee chair Susan Mahoney informed on behalf of the Sustainability Committee</p> <p>Highlights:</p> <ul style="list-style-type: none"> • The first Sustainability Plan was developed in 2013. The original plan followed a template developed by another community college. Cañada and District individuals and groups collaborated on this initial plan. Vision statement, goals, and priorities were identified as well as programs and projects for implementation. Included in these programs and projects were items such as outreach and awareness, green purchasing, energy and water conservation, waste reduction and management, landscaping, and others. • Since its adoption, the original Sustainability Plan was found to be cumbersome and lacking "smart" goals/metrics. Currently, the Sustainability Committee is working toward a plan that is more accessible and assessable. • Current efforts include discussion with ASCC and other campus groups. Also, a recent Flex Day session was devoted to this topic. • The committee is mindful that sustainability efforts greatly overlap with facilities operations. Collaboration with District and our sister colleges is an important consideration. Cañada facilities has been a valuable partner in projects such as waste audits, water audits, and parking surveys. • The updated plan will also include measureable goals/metrics that demonstrate objectives that are consistent with the college's mission. <p>Susan advised that the updated plan draft will be brought to PBC for review and discussion so that PBC members may discuss with constituency groups and other planning councils prior to adoption.</p> <p>ACTION: Motion to introduce and discuss the college's Sustainability Plan and support efforts to update the current plan passed unanimously. PBC members look forward to the updated plan draft and the opportunity to discuss and receive feedback from constituency groups.</p>

<p>3. Accreditation Update</p>	<p>Accreditation co-chairs Tracy Huang and Alicia Aguirre provided an update on the college's accreditation efforts.</p> <ul style="list-style-type: none"> • Ad Hoc Steering Committee held their first meeting on March 16. This committee includes, Alicia, Tracy, and the co-chairs of the four standards. Their function is to provide cohesion and information since so much information overlaps among the standards. The committee will continue to meet and distribute relevant and helpful information to all teams. • Tracy reviewed the Accreditation Flex Day activity which involved discussion and feedback of first draft efforts submitted by one of the standards teams. Presently, the first draft of the college's self-evaluation report is nearing completion. • Both Alicia and Tracy reminded there are opportunities to participate in accreditation self-evaluation groups. PBC members are requested to relay this to colleagues and their constituency groups.
<p>4. Equity Statement</p>	<p>Motion to introduce and discuss the college's Resolution on Equity and take action in support of the efforts to finalize the equity statement. ESL Professor and Coordinator of the college's Academic Committee for Equity and Success (ACES) Rebekah Taveau informed on the updated statement.</p> <ul style="list-style-type: none"> • Inspired by events and Skyline College's equity statement adopted in fall 2017, ACES began discussion to develop a resolution on equity for Cañada College. From the outset, ACES considered that it was important to include the students in the process and that the statement include specific information. • A draft statement was developed in collaboration with Academic Senate and ASCC. Classified Senate reviewed and provided feedback on the draft as did other campus individuals and groups. • Highlights of statement content: <ul style="list-style-type: none"> a. Reinforces the college value of diversity, equity, and mutual respect as they relate to all individuals. b. Opposed racism and discrimination and acknowledges that incidents of discrimination occur and impact our college community. c. Recognizes the District's Affirmation of Commitment to Social Justice, adopted by the Board in December 2016 and the Students First: Strategic Plan for SMCCCD adopted September 2015, that relate directly to the statement topic, as well as statements developed by Skyline College and College of San Mateo. d. Describes specific college activities that would be encouraged and consistent with this resolution. These include: campus-wide forums on racism and bias, related professional learning opportunities; transparency of institutional policies and processes, building a diverse college workforce, and others. <p>PBC Co-Chair Hyla Lacefield advised that the revised draft will be reviewed by the Academic Senate at their regular meeting later this week. Rebekah advised that Cañada's statement will be presented with CSM's statement at the March 28 Board of Trustees meeting.</p> <p>Question posed on free speech and if its relation to this topic: the item on promoting student understanding of civil rights and responsibilities, provides guidance in this area.</p> <p>ACTION: Motion to introduce and discuss the college's Resolution on Equity and support the efforts to finalize the equity statement passed unanimously.</p>
<p>5. College Budget Principles</p>	<p>Motion to adopt the revised College Budget Principles and support determining appropriate tasks needed to follow on the adopted principles. VPAS Michelle Marquez informed on the revised principles, previously discussed at PBC and provided related information.</p> <p>Michelle advised that the college mission and educational master plan were incorporated into the written principles, describing how they relate to budget planning and allocation of resources. PBC discussed revisions to describe varying periods of time may be needed for informed assessment as well as assessment may be provided by various responsible parties.</p>

<p>6. Guided Pathways: Work Plan to be submitted to CCCC</p>	<p>ACTION: Motion to adopt the revised College Budget Principles and support determining tasks needed to follow on the adopted principles passed unanimously.</p> <p>Motion to discuss the college's Guided Pathways Work Plan and take action to support its submission to the state Chancellor's Office as required. Interim VPSS Phillip King provided an update on the College's work plan. The work plan continues to be discussed at planning councils and other college meetings to provide maximum opportunity for feedback and familiarization.</p> <ul style="list-style-type: none"> • This is expected to be a five-year, \$515K grant to implement a work plan.to provide for improved student success rates and achievement in students educational goals. • Research supports that students welcome directed education plans instead of multiple options they need to maneuver through individually. • Fewer students are reaching transfer goals within their own prescribed timeframe. This can result in higher student debt, completing excess college credits, and delay in career opportunities. • The College inquiry and exploratory process in the initial 16-18 months will be related to these areas: <ol style="list-style-type: none"> 1. Student Voices 2. Business Systems Analysis and Exploration of Services (including Designing Sequence of Steps and Integration of Student and Academic Services) 3. Meta Majors and Designated Course Sequencing <p>Hyla reminded that the work plan, even after submission, may be revised as information is gained and the work plan evolves.</p> <p>ACTION: Motion to discuss the college's Guided Pathways Work Plan and take action to support its submission to the state Chancellor's Office as required</p>
<p>7. Institutional-set Standards and Setting Goals</p>	<p>Tracy Huang informed on the College's Institutional Benchmarks and provided follow up to evaluate the standards that we are exceeding and explore possible adjustments.</p> <p>Background: Institutional Benchmarks (or Institutional-set Standards) are required by the US Department of Education and ACCJC are set indicators related to student performance and specific outcomes. The College sets metrics that serve as annual targets and aspirational goals. The metrics where the college fell short of the standard are:</p> <ul style="list-style-type: none"> • fall-to-fall and fall-to-spring persistence rates among first-time, fulltime students • % of students placed in pre-transfer English and math classes • load <p>PBC members separated into small groups to provide feedback on the persistence rates and the college's aspirational and baseline goals. Groups were also requested to discuss adjustments, if any, needed on the other metrics. Tracy will compile the comments and summarize at a future PBC meeting.</p>
<p>8. Position Classification</p>	<p>SMCCCD Director of Human Resources David Feune provided information on position classification. Hyla advised that questions have been posed regarding the classification of administration and other positions. PBC appreciates David Feune for participating in today's meeting to provide general information on this as a foundation for further campus discussion.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Described difference between Academic Director and Dean classifications: the major difference here is the scope of work. Deans oversee a division comprised of multiple programs. Academic Director is usually oversees a specific program or academic area. Given this, question was posed on the Dean of PRIE. David provided this background: some time ago, this position was Director of Planning, Research, and Student Success, a management position. At College of San Mateo, this position was a Dean position and had been for some time. CSM. Skyline, and subsequently Cañada, adjusted this to Dean position and added Institutional Effectiveness, which is broader in scope and achieves consistency throughout the District. Currently the District organization includes a Vice

<p>9. Enrollment Management</p> <p>10. President's Update Discussion on New Classified Positions: Recommendation Criteria and Guidelines</p> <p>11. Planning Council Reports</p> <p>12. Staffing Update</p>	<p>Chancellor of Educational Services and Vice President of Planning, Research and Institutional Effectiveness. President Moore advised that the District PRIE position proved necessary due to increasing need for data and research at this level. Prior to this position being established, time was taken from one of the colleges' research staff to provide data and research, which was neither efficient nor best practice.</p> <ul style="list-style-type: none"> • Question posed on the Director of Operations position. President Moore provided background on this position, which resulted from the concurrent events of the retirement of the External Funding and Compliance Officer and IEPI PRT findings pertaining to management and administration of external funded programs. Since then, the need surfaced related to other business operations functions. At this time, Director of Operations recruitment is on hold, in part, to look into what would be needed to provide consistency within the District regarding this position. • Question posed on if size of college/population should be a factor in determining compensation for some positions within the District. President Moore advised that all other factors being equal (job description and duties) compensation differences based on size of college/population would present a recruitment challenge as well as raise questions on perceived fairness and value. Michelle added that Cañada receives District funding above the normal allocation model because of our smaller population/size of college. • Question posed on a possible athletics dean position as the kinesiology building is closer to completion. President Moore advised this is a good example of scope of work increasing as the building will afford the opportunity for new programs. Also, retreat rights are a factor for the current Dean position overseeing kinesiology and athletics. <p>President Moore advised on enrollment management to encourage expanding this discussion throughout the college going forward. At Feb 7 PBC meeting, Interim VPI Johnson surfaced this topic relating a previous strategic enrollment plan document and introduced the prospect of updating this for useful application. President Moore spoke to expanding the discussion through a work group or campus committee, representing all college constituencies. Topics could include: possible enrollment management strategies and tools, creating and sustaining programs, etc. PBC members are asked to discuss with planning councils and constituency groups for suggestions as well as institutional memory and expertise on this topic. Suggestion posed to a possible PBC agenda item could be a discussion of the District allocation model and how this relates to enrollment. This would help to facilitate discussion with constituencies. Also suggestion on retrieving the most college's recent enrollment management plan as a possible starting point.</p> <p>President Moore informed on the existing Guidelines on the New Position Proposals Process and suggested that this may be discussed at a future PBC meeting, giving constituencies the opportunity to review and discuss if update or clarification is needed. Comment made that the Participatory Governance Manual would also need to reflect any revisions and changes. Co-chair Jeanne Stalker advised this would be an agenda item at an upcoming Classified Senate meeting.</p> <p>No reports at this meeting.</p> <p>No staffing changes or additions to report at this meeting.</p>
	<p>Meeting adjourned at 4 pm.</p>